

18 MAR 1983

DDA REGISTRY

FILE: 20-17

MEMORANDUM FOR: Director of Communications
 Director of Data Processing
 Director of Finance
 Director of Information Services
 Director of Logistics
 Director of Medical Services
 Director of Security
 Director of Training and Education
 MG Career Management Officer

FROM: Harry E. Fitzwater
 Deputy Director for Administration

SUBJECT: Changes in Evaluation Requirements

REFERENCE: dated 25 February 1983

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1. In accordance with Reference, the responsibility for evaluating secretarial and clerical employees in grades GS-06 and below may be assumed by supervisors and managers rather than career boards and panels. Your Subgroup does have the option, however, of retaining the formal board and panel system if it suits your needs. For monitoring purposes, we ask that you provide the DDA/Career Management Staff with information outlining your plans for implementing these changes in evaluation requirements within your Subgroup.

2. Please note that Reference does not specifically address technical or professional employees in grades GS-06 and below. If your Subgroup desires to abolish the formal board or panel system governing these categories of employees, a memorandum requesting approval to do so must be submitted to the Office of Personnel through the DDA/Career Management Staff.

Harry E. Fitzwater

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